



City of Humble

Employment Opportunity

HVAC/Building Maintenance Tech

BLDG-20220929-HVAC

DATE POSTED: September 29, 2022
JOB TITLE: HVAC/Building Maintenance Tech
JOB CLASS: Full Time
REPORTS TO: Facilities Manager
WORK HOURS: 7:00 AM – 4:00 PM M-F

OPEN: Until Filled
FLSA STATUS: Non Exempt
DEPARTMENT: Public Works
LOCATION: 102 Granberry
ESSENTIAL*: Yes

Position Summary: Under general supervision, the HVAC/Building Maintenance Tech performs routine maintenance, repair and alteration of City buildings, facilities and fixtures including plumbing, heating/air conditioning, electrical, welding trades work or related duties as required within City's limits.

Duties and Responsibilities:

- Regular and timely attendance at work
- Operates a City vehicle and other equipment as needed
- Diagnoses, repairs, replaces, adjusts, installs and monitors controls on chillers associated components for various manufacturers, i.e. York, McQuay, Trane, Carrier, etc.
- Troubleshoots and repairs chillers of all types, i.e. hermetic, scroll, centrifugal, etc.
- Repairs components and performs complex modifications of mechanical, electrical and electronic systems and components, including compressors, motors, pumps, fans, piping, transducers, flow switches, low pressure chillers, economizers, variable speed drivers, etc.
- Maintains numerous mechanical, electrical and electronic components, including chillers, compressors, motors, furnaces, heaters, pumps, fans, ducts, pneumatic systems, VAVs, VFDs, pipes, thermostats, switches, etc.
- Uses fault detection and diagnostic measurement tools to test and inspect equipment, i.e. air flow, static pressure, fluid flow and refrigerant diagnostics and wet/dry bulb temperature
- Assembles, tests, calibrates and adjusts temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, evaporative mechanical ventilation and dehumidification systems.
- Monitors and maintains pneumatic, electronic and automated direct digital controls systems
- Monitors proper operation of pressures and temperatures. Records observations and acts to correct deficiencies
- Installs new units and replacement parts according to OEM specifications and safety guidelines
- Maintains logs and records to document maintenance and repair activities, track own labor, materials and supplies used and report through work order system
- Conducts tours as required to inspect and evaluate equipment operating status
- Completes reactive and preventive maintenance work orders through a maintenance work order system to adjust HVAC components
- Trains and mentors other assigned heating and cooling technicians as needed
- Interprets wiring diagrams in order to locate failures
- Reviews work layout from blueprints, drawings, models and verbal and written instructions
- Supports after hour emergencies and planned activities as directed by management
- Coordinates with other personnel in the identification of proper and correct materials, parts assemblies and requirements for a variety of requisitions necessary for the job/task
- Performs other related duties as assigned

Knowledge, Skills, and Abilities:

- Knowledge of basic hand tools
- Knowledge of and ability to operate drills, buffers, grinders, power saws and other power tools
- Knowledge of basic safety practices to be observed in HVAC activities

- Ability to perform basic building maintenance, welding and construction duties
- Ability to work effectively in a diverse environment in extreme situations
- Ability to follow instructions, safety practices and standard operating procedures in performing assigned tasks,
- Ability to be punctual and attend work regularly
- Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion or job type
- Ability to perform work accurately and thoroughly
- Ability to communicate clearly and concisely, both orally and in writing

Minimum Requirements:

- Must possess a Universal CFC Certification
- High School diploma or equivalent
- Valid Texas Driver's license
- Must be able to pass a background investigation, physical and drug screen
- Minimum five (5) years of commercial service and maintenance experience in HVAC
- Minimum three (3) years of experience of directly maintaining and repairing chillers and cooling towers

Essential Position:

This is a position that is essential to the provision of emergency services during and/or following a disaster. Employees in this position may be required to remain on duty during a man-made or natural disaster despite a general evacuation order of the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by City Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

Physical Demands/Working Conditions:

- Must be able to exercise good judgment; make competent decisions, handle multiple projects; meet deadlines; and work well under time constraints, pressure and stress.
- Must be able to perform the essential functions of the job, must be able to talk, read, see, walk and hear; operate tools and maintenance equipment; follow oral and written directives; perform strenuous physical to include exerting up to 25 lbs of pressure, lifting heavy objects, shoveling, crawling, bending, kneeling and climbing on and off equipment
- Must also have good hand/foot/eye coordination to operate equipment; able to lift up to 50 lbs. of equipment several times a day; work indoor, outdoors, in confined spaces, on ladders and under constantly noisy conditions; and work in adverse environmental conditions to include rain, sleet, snow, heat, sun exposure, dust/mist and hazardous conditions such as street traffic; and exposure to paints and chemicals
- Must be able to maintain an effective and pleasant working relationship with coworkers, supervisors and general public at all times.

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

Resumes are not accepted in lieu of an application. Applications may be downloaded at the City of Humble website at www.cityofhumbletx.gov/job-posting-and-job-applications . Once the application is completed it should emailed to careers@cityofhumble.net. Please be sure to include the Job Number in the Subject line on all emails.

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.



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